



# **Admission Arrangements 2024/25**

*This policy is approved by the Local Authority*



ADMISSION ARRANGEMENTS FOR  
REDBRIDGE  
COMMUNITY PRIMARY AND SECONDARY SCHOOLS  
2024-2025

Draft

Including proposed PAN reductions

**Admission Arrangements**  
for  
**Community Primary Schools for 2024-2025**

- 1.1 Each school has a designated size based on the "published admission number" which is the number of pupils per year group that can be accommodated.
- 1.2 Applications for entry to Reception and Junior Transfer in **September 2024** must be submitted by **15 January 2024** at the latest.  
The address given on the application must be the one where the child normally lives on **15 January 2024** and is expected to live in **September 2024** and beyond.  
Parents will be notified of the outcome of applications on National Offer Day, which is on or about **16 April 2024**.
- 1.3 Children with Education Health and Care Plans (EHCP) will be admitted to the school that is named on their EHCP.
- 1.4 Children being admitted to Reception can have their admission deferred beyond the start of term in September, but not beyond the beginning of the term after the child's fifth birthday or the academic year in which admission is sought. Parents must inform the school if they wish to defer entry.
- 1.5 Children being admitted to Reception can be admitted on a part-time basis (until the child reaches compulsory school age) or a full-time basis.
- 1.6 Summer Born children are those born between **1 April 2020 and 31 August 2020**. Admission Authorities are required to provide for the admission of all children in the September following their fourth birthday. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider postponing their entry until compulsory school age. For this group, it would be **September 2025**.  
Parental requests for Summer Born children (born between 1 April and 31 August) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time. The request **must** be made at the same time as applying for admission to Reception 2024, by the deadline of **15 January 2024**. Refer to Note ii for further details.
- 1.7 All applications received after the published deadline will not be considered until all the applications received by that date have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time.  
A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this has been deemed to be the case, the application will be treated as "on-time".  
Late applications will be dealt with after all on time applications in the first round of offers on the statutory annual allocation dates.  
Where a school is oversubscribed in the relevant age group, late applications will normally be refused, and ranked according to the oversubscription criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities in paragraph 1.8 below. Priority is not given based on the date the application was received or when the name was added to the waiting list.

1.8 If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories for each relevant year group:

- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- b. children of all school staff, up to one place per form of entry i.e. a school with an intake of 90 will have up to three places available for children of all staff. Places will be allocated:
  - i. to children of all staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
  - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in d below).
- c. children with siblings who are already on roll in the main school in Reception to Year 6 (not a nursery class attached to the school) and will still be on roll when the child is admitted. For applicants applying under sibling priority, if the address has changed after the date the last child on roll was offered their place, and the distance is now greater than one mile from the school, this priority criterion will not apply, unless the new address, whilst still over a mile away, is closer to the school than the previous address;
- d. children living nearest to the school as measured by the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations. Refer to Note iii for further details.

1.9 In paragraph 1.8 above, within each category (a) to (c), the shortest measured walking distance as measured from home to school as detailed in (e) will be used to give priority to applicants.

1.10 For Seven Kings primary phase the admission arrangements for each year group will be:

- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

- b. children of all school staff, up to one place per form of entry i.e. with an intake of 120 there will be up to four places available for children of all staff. Places will be allocated:
  - i. to children of all staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
  - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in the tie break).
- c. children who live in the catchment area and have a sibling who is currently on roll at the school (except Years 11-13), and who will continue to attend that school in the following academic year;
- d. other children who live in the catchment area;
- e. children who have siblings who are currently on roll at the school (except Years 11-13), and will continue to attend that school in the following academic year; and
- f. children who live out of the catchment area who have no sibling attending the school.

1.11 If preferences cannot be met, a child's name will be put on the waiting list(s) of the school(s). As places become available they will be allocated from the waiting list according to the above criteria for the relevant year group.

1.12 The allocation of a preferred school will automatically cause any lower ranked school to be withdrawn unless the applicant specifies otherwise. The parents will not be allowed to hold two offers at the same time.

1.13 Where a primary school organises more classes in a year group than the current form of entry for that year group, those pupils on the waiting list will be automatically admitted up to the number of pupils for that school, as if a further form of entry had been created. This will be subject to the numbers in classes not exceeding 30 and the accommodation being both available and sustainable. The waiting list will run until **31 December 2024**.

Waiting lists for after **31 December 2024** will require parents to submit an online in-year application for their child to remain on the waiting list.

All waiting lists will continue until 31 August of the following year and applicants need to re-apply for continued consideration.

Waiting lists will be drawn up in accordance with paragraph 1.10 above.

Priority is not given based on the date the application was received or when the name was added to the waiting list.

## 2. Transfer from Infant to Junior School

2.1 There is no automatic transfer from the following Infants schools to their linked Junior schools at Year 3. Parents whose children currently attend these Infants schools must apply for the linked Junior school as part of the Infants/Junior Transfer round:

Churchfields Infants School - linked to Churchfields Junior School

Oakdale Infants School - linked to Oakdale Junior School

Parkhill Infants School - linked to Parkhill Junior School

Applications for transfer from Infants to Junior school in **September 2024** must be submitted by **15 January 2024** at the latest.

The address given on the application must be the one where the child normally lives on **15 January 2024** and is expected to live in **September 2024** and beyond.

Parents will be notified of the outcome of applications on National Offer Day, which is on or about **16 April 2024**.

- 2.2 If the demand for any Junior school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories for all year groups:
- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - b. children currently on roll at the linked Infants School;
  - c. children with siblings who are already on roll in either the currently attended Infants or requested Junior school (not a nursery class attached to the school) and will still be on roll when the child is admitted. For applicants applying under sibling priority, if the address has changed after the date the last child on roll was offered their place, and the distance is now greater than one mile from the school, this priority criterion will not apply, unless the new address, whilst still over a mile away, is closer to the school than the previous address;
  - d. children of all school staff, up to one place per form of entry i.e. a school with an intake of 120 will have up to four places available for children of all staff. Places will be allocated:
    - i. to children of all staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
    - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in e. below);
  - e. children living nearest to the school as measured by the shortest safe walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations. Refer to Notes iii for further details.
- 2.3 If preferences cannot be met, the child's name will be put on the waiting list(s) of the school(s). As places become available they will be allocated from the waiting list according to the above criteria for the relevant year group.
- 2.4 The allocation of a preferred school will automatically cause any lower ranked school to be withdrawn. Applicants are not allowed to hold two offers at the same time.

- 2.5 Where a primary school organises more classes in a year group than the current form of entry for that year group, those pupils on the waiting list will be automatically admitted up to the number of pupils for that school, as if a further form of entry had been created. This will be subject to the numbers in classes not exceeding 30 and the accommodation being both available and sustainable.
- 2.6 The waiting list will run until **31 December 2024**. Waiting lists for after **31 December 2024** will require parents to submit an online in-year application for their child to remain on the waiting list for a Year 3 place.  
Waiting lists will be drawn up in accordance with paragraph 2.2 above.  
All waiting lists will continue until 31 August of the following year and applicants need to re-apply for continued consideration.  
Priority is not given based on the date the application was received or when the name was added to the waiting list.

### 3. Primary School Admission in Years R-6 (In Year)

- 3.1 If there is a vacancy in the appropriate year group, a request will be granted.
- 3.2 If it is not possible to comply with parents' wishes immediately, the child's name will be placed on a waiting list and a place will be offered as soon as possible. Waiting lists will be drawn up in accordance with the oversubscription criteria for each relevant year group. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 3.3 If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories for all year groups:
- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - b. children of all school staff, up to one place per form of entry i.e. a school with an intake of 90 will have up to three places available for children of all staff. Places will be allocated:
    - i. to children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
    - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in d below).
  - c. children with siblings who are already on roll in the main school in Reception to Year 6 (not a nursery class attached to the school) and will still be on roll when the child is admitted. For applicants applying under sibling priority, if the address has changed after the date the last child on roll was offered their place, and the distance is now greater than one mile from the school, this priority criterion will not apply, unless the new address, whilst still over a mile away, is closer to the school than the previous address;

- d. children living nearest to the school as measured by the shortest measured walking distance as measured by a Geographic Information System from the child’s home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy “Admissions and Transfers System” pupil data base which is used for allocations. Refer to Note iii for further details.
- 3.4 Waiting lists will continue until 31 August of the following year and applicants need to re-apply for continued consideration.  
Waiting lists will be drawn up in accordance with paragraph 3.3 above for the relevant year group.  
Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 3.5 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered in accordance with the Fair Access Protocol, see Notes vi.



## Admission Arrangements

For

### Nursery Classes at Community Primary Schools 2024-2025

1. Each nursery class attached to a community primary school has an agreed admission limit.
2. Children shall be admitted, when a place becomes available, for up to fifteen hours a week for 38 weeks or a stretched offer of 11 hours a week for 50+ weeks of the year taken over a minimum of 3 days or, in some settings, more flexibly.
3. Schools are recommended to arrange admissions as follows:
  - i. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - ii. siblings, with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission; and
  - iii. all other applicants, with preference to older children according to their date of birth.
4. In each category, the tie-break will be the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System pupil data base which is used for allocations.
5. Admission to a nursery class does not guarantee admission to the main school, application for which must be made in accordance with the admission policy for community primary schools.
6. The statutory right to appeal does not apply to admission to nursery classes.

## Admission Arrangements

For

### Community Secondary Schools 2024-2025

1. **Secondary Transfer Admission to Comprehensive Schools**
  - 1.1 Each school has a designated size based on the “published admission number” which is the number of pupils per year group that can be accommodated.
  - 1.2 All community comprehensive schools have set areas called “catchment areas” and children living in a catchment area have priority for admission. Follow the link: <https://my.redbridge.gov.uk/map>, click on Map category ‘Education’, then select Secondary School Catchment Area.
  - 1.3 Children with Education Health and Care Plans (EHCP) will be admitted to the school that is named on their EHCP.
  - 1.4 Applications for transfer in **September 2024** must be submitted by **31 October 2023** at the latest. The address given on the application must be the one where the child normally lives on **31 October 2023** and is expected to live in **September 2024** and beyond.
  - 1.5 Parents will be notified of the outcome of applications on National Offer Day, which is on or about **1 March 2024**.
  - 1.6 If the demand is more than the number of places available, all applications for the relevant year group will be considered on an equal basis as follows:
    - a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
    - b. children of all school staff, up to one place per form of entry i.e. a school with an intake of 180 will have up to six places available for children of all staff. Places will be allocated:
      - i. to children of all staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
      - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in 1.9).
    - c. children who live in the catchment area and have a sibling currently on roll at the school (except Years 11-13), and will continue to attend that school in the following academic year;

- d. other children who live in the catchment area;
  - e. children who have siblings who are currently on roll at the school (except Years 11-13), and will continue to attend that school in the following academic year; and
  - f. children who live out of the catchment area who have no sibling attending the school.
- 1.7 A child is given catchment area priority on a waiting list once it has been confirmed that the family are permanently resident at the new address.
- 1.8 Applications received after the published deadline will not be considered until all the applications received by that date have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as “on-time”. Late applications will be dealt with after all on time applications in the first round of offers on the statutory annual allocation dates. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the admissions criteria for the particular school. The child’s place on the waiting list will be determined in accordance with the priorities in paragraph 1.6 above. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 1.9 In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child’s home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy “Admissions and Transfers System” pupil data base which is used for allocations. Refer to Note iii for further details.
- 1.10 Where physically disabled pupils are in the catchment area of any accessible school they should be considered for admission to that school. If a student out of catchment requires a school that is accessible then the schools that are accessible should be considered equally and the student placed in the most appropriate school that meets their needs.
- 1.11 If the parent’s preference cannot be met the child’s name will be put on the waiting list(s) of the school(s). As places become available, they will be allocated from the waiting list.

- 1.12 The allocation of a preferred school will automatically cause any lower ranked preference schools to be withdrawn unless the applicant specifies otherwise. Applicants are not allowed to hold two offers at the same time.
- 1.13 The waiting list will run until **31 December 2024**. Waiting lists for after **31 December 2024** will require parents to submit an online in-year application for their child to remain on the waiting list. All subsequent waiting lists will continue until 31 August of the following year and applicants need to re-apply for continued consideration. Waiting lists will be drawn up in accordance with paragraph 1.6 above. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 1.14 Community comprehensive school governing bodies may be consulted each summer term regarding the possibility of a limited, planned, over-allocation of places to their respective admission limits in the expectation that allocated pupils would reduce through non-arrivals or withdrawals over the summer holiday or early in the Autumn Term.
- 1.15 Where no In Year school place is available at a suitable maintained school due to a shortage, a place will be offered through the Fair Access Protocol, see under Notes vi.

## 2. Secondary Transfer Admission to selective (grammar) schools

- 2.1 Admission to the two selective (grammar) schools is based on the optional selection procedure only. The level of ability for entry is very high.
- 2.2 The schools have a Common Catchment Area. Follow the link: <https://my.redbridge.gov.uk/map>, click on Map category 'Education', then select from 11+ Common Catchment Area. If parents live outside the Common Catchment Area, consideration for a place at one of these schools will be given after all the requests from those within the Common Catchment Area have been met.
- 2.3 Advice shall be provided to applicants to explain that only children who live in the Common Catchment Area have been admitted to the grammar schools in the last 10 years.
- 2.4 Parents are asked to discuss with their child's primary school headteacher, whether a selective (grammar) school education would be of benefit, before registering their child for the 11+ selection test. For admission in **2024**, the tests will **provisionally** take place on either Saturday **9 or 16 September 2023**.
- 2.5 Applicants will be required to **register** for the tests for the selective (grammar) schools so that any medical or physical needs the candidate may have can be considered in the testing arrangements. Evidence of the candidate's date of birth will be required to ensure the test can be applied appropriately. Applications must be returned within the publicised registration deadline, usually between **1 May to 23 June**, or thereabouts. It is the parents' responsibility to find out how their children should be registered for the tests and to ensure that this has been done. No late registrations will be accepted.
- 2.6 In respect of those who register on-time but are unable to take the tests on the published date, late testing will be arranged only on the provision of a doctor's certificate or proof of why the child could not sit on the original dates provided i.e. religious observance. This includes documentary evidence, such as a death certificate for a close relative, where appropriate.

- 2.7 In respect of those who register on-time but are refused entry to the tests because they do not produce the correct identification, no further arrangements will be made for these candidates.
- 2.8 In respect of applicants who do not register for testing within the publicised registration deadline, but then submit on-time preferences naming a selective school, no testing arrangements will be made.
- 2.9 Parents will be provided with advice on their child's overall position, in order of total standardised score, before the deadline for expression of preferences on 31 October. This will not be a guarantee of any offer.
- 2.10 All applicants must complete the formal Common Application Form online to express a preference for the selective schools. Completion of the Registration Form alone is not accepted as an application.
- 2.11 If a parent is not satisfied with the outcome of the optional selection procedure, they should discuss the matter with the head of their child's primary school. The Admission Authority's decision can be challenged through the statutory appeal process.
- 2.12 There will be a "**minimum threshold score**" of 104 for all applicants. No one scoring lower than 104 will be added to the ranked list or waiting list.
- 2.13 Priority will be as follows for all year groups:
- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - b. Places will be offered to 45 (25%) children who are entitled to the pupil premium (*eligibility checks will be carried out to ascertain those who were eligible for pupil premium, including Ever6, on the date the application was made*), ranked according to the total standardised score in overall order of merit;
  - c. other children living in the Common Catchment Area, ranked according to the total standardised score in overall order of merit;
  - d. children living outside the Common Catchment Area, ranked according to the total standardised score in overall order of merit.
- 2.14 Where there is more than one such candidate with the same score, the tiebreak will be the shortest safe walking distance, as measured by a Geographic Information System, from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations. Refer to Notes iii for further details.

2.15 When a vacancy arises on the waiting list, it will be offered to the next highest qualifying candidate according to the total standardised score in overall order of merit, following the oversubscription criteria as detailed above. Where there is more than one such candidate with the same score, the tiebreak will be the shortest safe walking distance, as measured by a Geographic Information System, as before.

### 3. Secondary School Admission in Years 7-11 (In Year)

3.1 If there is a vacancy in the appropriate year group, a request will be granted. There are particular requirements in respect of the two selective (grammar) schools, see paragraph 3.7 below.

3.2 If it is not possible to comply with parents' wishes immediately, the child's name will be placed on a waiting list and a place will be offered as soon as possible. Waiting lists will be drawn up in accordance with the oversubscription criteria at p 2.13 above for the relevant year group. Priority is not given based on the date the application was received or when the name was added to the waiting list.

3.3 If the demand for a school is greater than the number of places available, all applications for the relevant year group will be considered on an equal basis, within the following categories:

- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- b. children of all school staff, up to one place per form of entry i.e. a school with an intake of 180 will have up to six places available for children of all staff. Places will be allocated:
  - i. to children of all staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
  - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in 2.14).

c. children who live in the catchment area and have siblings who are currently on roll at the school (except Years 11-13), and will continue to attend that school in the following academic year; e. other children who live in the catchment area;

d. children who have siblings who are currently on roll at the school (except Years 11-13), and will continue to attend that school in the following academic year; and

e. children who live out of the catchment area who have no sibling attending the school.

The tiebreak will be the shortest safe walking distance, as measured by a Geographic Information System, from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations. Refer to Notes iii for further details.

- 3.4 Waiting lists will cease as at 31 August annually and applicants will need to re-apply for continued consideration. Waiting lists will be drawn up in accordance with the oversubscription criteria at p3.3 above for the relevant year group. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 3.5 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered in accordance with the Fair Access Protocol. Refer to Note xii for further details.
- 3.6 In the case of the two selective (grammar) schools, children are not considered for entry into Years 10 or 11 at either grammar school. If there is a vacancy in Years 7, 8 and 9, late applicants will be tested. A waiting list will be maintained of applicants who have attained the minimum threshold score. Should two or more candidates achieve this standard; the place will be offered to the candidate with the highest qualifying total standardised score, and then ranked by distance within each score.

#### 4. Admission to Sixth Forms

- 4.1 Admission to community schools' Sixth Forms will be managed by each school in accordance with the Admission Authority's criteria.
- 4.2 In accordance with the School Admissions Code 2021, applications will be accepted separately from parents and students above compulsory school age.
- 4.3 Each community school will publish annually a Sixth Form prospectus stating the range of courses and entrance requirements including the following:
- The agreed admission number for external students only based on the lowest average number of external students admitted over the previous three years;
- The general criteria set by the school for entry to its sixth form;
- The specific entry criteria set by the school for each programme of study.
- 4.4 Conditional offers will be based on an applicant's predicted grades/capped average points score and admission will be based on the actual grades/average points score attained.
- 4.5 All applicants will be required to meet the general entry requirements to the school.
- 4.6 Should a programme of study be oversubscribed; the following criteria will be applied in order of priority:
- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to us to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - b. children of all school staff, up to one place per form of entry i.e. a Sixth Form with an intake of 180 will have up to six places available for children of all staff. Places will be allocated:
    - i. to children of all staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
    - ii. to children of all staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in 3.3).



- c. external applicants subject to meeting the specific entry requirements for their chosen programme of study.
- 4.7 Where there are more external applicants than places available, applicants will be ranked according to their predicted grades/capped average points scores.
- 4.8 Should a tiebreak be necessary, priority will be given to applicants based on the shortest safe walking distance from the child's home to the main entrance to the school as confirmed by the Admission Authority's Geographic Information System. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Admission Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base.
- 4.9 Applicants must not be interviewed for admission but the School may meet with applicants, whether internal or external, to ensure that subject choices are appropriate and available.
- 4.10 Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both the child and the parent may appeal.

### Appeals against Admission Decisions

1. The School Standards and Framework Act 1998, allows parents to appeal against any decision made by or on behalf of the Admission Authority at which education is to be provided for a child.
2. Every effort will be made to meet parental preferences and no appeal to any appeal panel may be lodged before the Admission Authority has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Repeat appeals in the same academic year, for the same school, will not be considered unless there have been significant and material changes in circumstances relevant to the application.
4. The Admission Authority will implement the decisions of the appeal panel.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the admissions arrangements.

## Admission Numbers 2024-2025

Please note: Admission numbers may need further review in the light of any changes to projections of the intake to schools.

### Community Secondary Schools - Entry September 2024

	Year 7	External Sixth Form
Caterham High	180	38
Ilford County High	180	40
Oaks Park High	300	41
Seven Kings *	180 (60)	120
Valentines High	180	70
Wanstead High	240	40
Woodbridge High	300	20
Woodford County High	180	23

\*120 pupils in Year 6 are expected to automatically transfer into Year 7, leaving 60 criterion based places available, with a total cohort of 180 in the secondary phase.

### Community Primary Schools - Entry September 2023

Aldersbrook Primary	90
Barley Lane Primary	120
Chadwell Primary	90
Christchurch Primary	150
Churchfields Junior	120
Churchfields Infant	120
Cleveland Road Primary	120
Coppice Primary	60
Cranbrook Primary	120
Downshall Primary	60
Fairlop Primary	90
Fullwood Primary	60
Gearies Primary	120
Gilbert Colvin Primary	60
Glade Primary	60
Goodmayes Primary	90
Gordon Primary	60
Grove Primary	90
Highlands Primary	90
John Bramston Primary	60
Manford Primary	60
Mayespark Primary	90
Mossford Green Primary	60
Newbury Park Primary	120
Nightingale Primary	90
Oakdale Junior	90
Oakdale Infant	90
Parkhill Junior	120
Parkhill Infant	120
Redbridge Primary	120

## Cabinet Report– Appendix A

Roding Primary	60
Seven Kings Primary Phase	120
Snaresbrook Primary	60
South Park Primary	90
Uphall Primary	120
Wells Primary	45
William Torbitt Primary	60
Woodlands Primary	90

## Notes and definitions applying to the admission arrangements for all community schools

- i. In order to facilitate decisions on any applicants seeking **ADMISSION OUTSIDE THEIR NORMAL AGE GROUP**, the Admission Authority will require the parents to explain, with evidence, why they consider the child should be admitted out of normal chronological year at the time of admission.

The Admission Authority will also seek advice from the child's current school (if any). The Admission Authority will make a decision based on the circumstances of the case and in the best interests of the child concerned.

This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also consider the views of the head teacher of the school concerned.

- ii. Parental requests for **SUMMER BORN CHILDREN** (born between **1 April and 31 August 2020**) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

In these circumstances, parents are required to make an application for their child's normal age group and submit a request for admission out of the normal age group at the same time, and by the deadline of **15 January 2024**.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Parents will receive the response to their request before **16 April 2024**. Decision letters will clearly set out how the Admission Authority made its decision, including how it had regard to any evidence provided by the parents or guardians.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered.

If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admission round the following year, by **15 January 2024**. There is no guarantee that a place will be offered at the school who agreed to this, as places cannot be reserved for future admission.

- iii. In recognising any **ROUTE TO BE MEASURED**, the Admission Authority is mindful of every child's safety. Walking routes recognised for school admission purposes will be paved or with a tarmac surface, lit, well-maintained with unrestricted visibility (e.g. not overgrown) and accessible at all times. This means that there may be some footpaths or commonly used foot routes across private land that are not recognised as routes to school for the purposes of the Geographic Information System used to determine admissions. There may also be new footpaths or roads created (for example, by a new housing development) that may not be recognised.

In the event of doubt about the suitability of a route, a visit will have been made to the site by a senior officer to assess its suitability. The recognised routes are fixed before the start of the admissions process and new routes will only be introduced after the main allocation dates, including the period within which parents can accept or decline their initial offers and when appeals are heard.

- iv. In defining **A CHILD'S ORDINARY PLACE OF RESIDENCE**, a business address, a landlord's tenant's address, or a child-minder's address will not be accepted as a basis for allocating school places, nor will future addresses be accepted (except in exceptional circumstances). Second homes with a short-term lease will not be accepted as the permanent place of residence.

The address given in any application must be the one where the child normally lives, on the closing date for your application, and is expected to live in September 2021 and beyond.

Proof of residence will be requested to prove the home address. An offer may be withdrawn if proof cannot be provided.

- v. The term "**ORDINARY RESIDENCE**" shall apply as follows:

When a child lives with its birth parents, legal guardian or foster parent, that address will be considered to be the child's usual, permanent place of residence.

However, when a child has **PARENTS WHO ARE SEPARATED**, the parents may nominate only one address for the application process:

- if one parent has parental responsibility (as evidenced by documentation) that parent's address must be used;
- if both parents have parental responsibility (as evidenced by documentation) the Local Authority will normally accept the parent's address used by the child's primary school.

- vi. In order to **DETERMINE RESIDENCE** at least **two** documentary proofs are required from the following:
- council tax bill – mandatory
  - rent book
  - tenancy agreement – NB those with tenancy agreements will normally be required to provide a copy of their coverage under the Tenancy Deposit Protection Scheme or other deposit protection as applies to the tenancy
  - utility bills e.g. electricity/gas/water/landline telephone bills/broadband contract (within three months of submitting application)
  - TV Licence
  - UK Driving Licence

If the applicant is unable to provide at least two of the above documents they should contact the Admissions team. Any offer of a school place may be withdrawn if a fraudulent or intentionally misleading application is made.

- vii. The term '**GUARDIANSHIP**' shall apply as follows:

Whereby relatives or other adults have been appointed as a lawful guardian by a Court Order or Residency Order, documentary proof will be required.

- viii. Children will be identified as being entitled for the **PUPIL PREMIUM** if their parents apply for the grammar schools under this criterion and they are entitled to it in Year 6.
- ix. The term "**CHILDREN OF SCHOOL STAFF**" or "children of staff" means the child of anyone who works at that school, including teaching and non-teaching staff.
- x. For families of **SERVICE PERSONNEL** with a confirmed posting in Redbridge or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. They must use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this. They must not reserve blocks of places for these children.
- xi. In most cases, **CHILDREN ARRIVING FROM OVERSEAS** have the right to attend schools in England. The Admission Authority will not refuse to admit a child on the basis of their nationality or immigration status, nor remove them from roll on this basis.

It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a Redbridge school, and that they have the right of abode, or the conditions of their visas otherwise permit them to access a state funded school.

If a Redbridge school is concerned that a child may not have a right to enter the country to access a state-funded school, it must not deny them a place or remove them from the school roll, until further investigations have been made. Schools will advise parents to check their rights or email the Home Office’s school referrals team so they can investigate further.

If an application is made from another country, the Admission Authority will consider the application as adequate proof of an intention to move/return to the area and include it within the co-ordinated process.

Evidence required from parents to show that they intend returning to the area is:

- a mortgage or rental agreement for a property in the area
- deeds for a property in the area
- a letter from an employer showing a transfer date to the area
- registration with a local GP

Evidence required from parents to show where they will be living on their return is:

- own or renting a property in the area to which they intend to return
- have provided other compelling evidence that they are returning to the area

If a parent is unable to provide evidence of a return to the area before the new school year for applications in the normal admissions round or by the start of the next term for in-year applications, the parent’s place of residence at the point the application is made will be used for allocating priority based on the distance criterion.

When an application is made from an address in another country, the Admission Authority will ask for evidence before the school year or term begins, to confirm that the child now lives in the area. If the child does not attend school on the first day of term, the Admission Authority can remove the offer and allocate the place to a child on the waiting list, after the parent has been contacted to ascertain the situation.

xii. Redbridge has an agreed **FAIR ACCESS PROTOCOL** to achieve a fair and balanced approach in placement of vulnerable children who require a school place including those unplaced through a shortage of places, outside of the normal admission rounds. This includes admitting children above the published admission number to schools in the relevant year group that are already full and such admissions take precedence over others on waiting lists. (All Redbridge schools are subject to this protocol even if they are responsible for their own admissions.)

xiii. The term “**SIBLING**” shall include children as follows:

Half-siblings

Adopted siblings

Children subject of a child arrangement order

Foster children (only those “looked after” by any local authority’s Children’s Services)

Step-children

Common law step-children

Sibling priority will apply to children only if they live in the same home as another sibling attending the named school and who would still be in attendance when the child is admitted.

If the home address has changed after the date the child on roll was offered their Primary school place, and the distance is now greater than one mile from the school, this priority criterion will not apply, unless the new address, whilst still over a mile away, is closer to the school than the previous address.

xiiiv. **Children who have been permanently excluded twice or display challenging behaviour**

Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to the following children:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with Education, Health and Care Plans naming the school.

Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where the first paragraph above applies.

Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.

An admission authority should only rely on the provision in the paragraph above if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

This provision cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.

Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.